

SENIOR UTILITY WORKER

DEFINITION:

Under direction of the Utility Systems Manager, provides lead direction to crews in the utility maintenance operations assigned to maintain the City's water distribution and sewer collection systems; performs advanced skilled water supply and wastewater collection system maintenance work; performs related work as required.

CLASS CHARACTERISTICS:

An incumbent in this classification may be distinguished from an incumbent in the next lower classification in that the Senior Utility Worker provides oversight and field direction to personnel assigned to the maintenance of the City's water distribution and sewer collection systems. Incumbent is also responsible for ensuring that day-to-day maintenance activities are in conformance with generally accepted principles, standards, laws and regulations governing the utility maintenance operation. This class directs and personally performs skilled and advanced skilled work in the maintenance and repair of potable water production, storage and distribution facilities and wastewater collection systems.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Provide day-to-day field direction and supervision to a small crew of Utility Workers involved in maintaining water wells, chemical feeder equipment, treated water storage facilities; water distribution pipelines and related appurtenances, sanitary sewers for the collection of wastewater, and pumping equipment for both systems.
2. Train and provide lead direction and supervision to staff in proper work procedures.
3. Ensure the proper treatment of water from local groundwater sources, take samples and make field tests to confirm water treatment procedures, adjust chemical feeders accordingly.
4. Change chemical drums to keep a continuous flow.
5. Ensure that storage reservoirs are maintained at the proper operating levels.
6. Diagnose operating problems and estimates labor and materials requirement for repair.
7. Provide input to Utility Systems Manager on employee performance evaluations.
8. Assist Utility Systems Manager with bid process for and purchase utility equipment and appurtenances.

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IMPORTANT AND ESSENTIAL JOB FUNCTIONS: (Continued)

9. Prepare daily and weekly production schedules for Utility Workers.
10. Monitor the City's computer distribution telemetry system to evaluate problems and make the necessary corrections; turn pumps on or off via telemetry system.
11. Operate equipment and power and hand tools and personally perform skilled utility maintenance work.
12. Answer inquiries and handle complaints from citizens regarding work performed.
13. Assist other maintenance crews in emergency situations.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Perform related work as required.

QUALIFICATIONS:

Knowledge of:

1. Tools, equipment methods and materials for water production, storage and distribution facility maintenance and repair projects and activities.
2. Principles, practices and techniques related to sanitary sewer and related pump station maintenance and repair.
3. Basic supervisory principles.
4. Operational principles and techniques for using the equipment and tools found in mechanical maintenance work.
5. Safety practices pertaining to the work, including the safe handling of water treatment chemicals.

Skill in:

1. Training staff in work procedures.
2. Diagnosing operational problems and estimating labor and material requirements.
3. Performing skilled utility operation and maintenance work.
4. Maintaining accurate records and preparing clear reports of work performed.

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Ability to:

1. Provide lead direction to crews involved with water and wastewater facility maintenance activities.
2. Follow oral and written direction.
3. Perform skilled utility operation and maintenance work.
4. Read and develop plans and specifications.
5. Deal tactfully and effectively with the public.

JOB REQUIREMENTS:

1. Possession of a California Class A driver's license in conformance with adopted City driving standards required within three months from date of hire. Must have passed written examination prior to date of hire.
2. Possession of a valid Backflow Prevention certificate.
3. Possession of a valid State of California Grade II Water Treatment Operator certification.
4. Possession of a State of California Department of Health Services, Distribution Operator Grade I Certificate.
5. The ability to wear self-contained breathing apparatus in emergency situations.
6. The willingness and availability to work extended hours as required and to respond from home to the Public Works Corporation Yard within 30 minutes when on stand-by.
7. Willingness and ability to respond to emergencies on a 24-hour stand-by basis.

OTHER QUALIFICATIONS:

1. Completion of high school or the equivalent.
2. Three years of progressively responsible experience in the operation and maintenance of water distribution and/or wastewater collection facilities.
3. Prior work experience leading the work of other utility maintenance staff required.

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4. Some technical school training or supervisory course work is highly desired.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Various hand and power tools
2. Telephone
3. Calculators
4. Automobile
5. Maps, plans, and blueprints
6. Keys to City locks

Self-contained breathing apparatus used in emergencies:

1. Air tank
2. Mask
3. Hoses
4. Gauges
5. Harness

PHYSICAL DEMANDS:

1. Walking
2. Driving
3. Mobility
4. Speaking/hearing
5. Stooping/bending
6. Manual dexterity
7. Self-contained breathing apparatus weight approx. 20 lbs.
8. Speed in meeting deadlines
9. Seeing
10. Sitting/standing
11. Climbing
12. Lifting up to 75 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 45% of the time
Travel: varying conditions, 55% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning

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6. Dust: normal, indoor levels

Field Conditions:

1. Outdoors: varying outdoor weather conditions
2. Noise level: low to high equipment noises
3. Flooring: grass, gravel, rock, dirt, and wet surfaces
4. Hazards: inspections may include visits to construction sites in various stages of development, climbing ladders, using cutting tools